



- Job Title:** Fundraising Trustee
- Hours:** Around 8 hours over the course of an average week, including evenings and weekends, although this may vary. There will also be a need to have flexibility to attend meetings during the working day.
- Salary:** This is a voluntary post

### **The Role**

The voluntary role of the LoveBrum Fundraising Trustee is to work alongside the organisation's Chair and Trustee Board to create fundraising strategy and maximise fundraising opportunities and income.

### **Reporting to:**

The Chair of Trustees

### **Main Tasks & Key Responsibilities**

#### **Strategic**

- To identify and develop strategic performance measures and planning of 'activities' that satisfy and exceed fundraising targets as required by the charity and Board of Trustees

#### **Fundraising**

- Create a yearly programme of fundraising events, ensuring that there is a LoveBrum presence at every charity event around the region
- Communicate regularly with Chair and Trustee Board to keep abreast of and to contribute to the fundraising strategy and requirements of the Charity
- To create, oversee and lead the LoveBrum Fundraising committee in the delivery of the fundraising plan and the achievement of fundraising targets
- Connect with own personal contacts who may have an interest in supporting / an ability to support the organisation and 'open fundraising doors'
- Identify, through networking, new contacts with the community, the corporate sector and key individuals who may be able to support LoveBrum and make approaches as appropriate
- Work with and be the main point of contact for supporters, volunteers and fundraisers to ensure they have all necessary support to raise funds effectively
- Represent LoveBrum at functions or fundraising presentations as appropriate, with some evening and weekend work required

- Work with the Events Trustee and other organisations to ensure the maximum fundraising potential is gained from key events
- Work with LoveBrum HQ to ensure that there is an effective communication strategy in place for each fundraising campaign
- Update and involve other Trustees as and when appropriate
- To ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations
- To ensure all fundraising is compatible with LoveBrum's brand and values
- To ensure that fundraising campaigns and events are planned, and serviced, to optimum levels with exceptional attention to detail and a customer focus.
- To conduct a fundraising de-brief after each campaign to ensure the highest standards are maintained

#### **Marketing and communications**

- Work with colleagues to create marketing strategy to support the fundraising plan
- To actively seek and support fundraising opportunities for the charity
- To define and utilise key communication channels to promote fundraising
- To provide fundraising support to events – via social media – Facebook / Twitter
- To produce a monthly newsletter to market fundraising being planned / held
- To update the charity's website with fundraising information
- To compile a register of local fundraising contacts, volunteers and partner events
- Work with colleagues to prepare and distribute press releases for the charity's fundraising

#### **Beneficiary Management**

- To ensure maximum support is provided to the beneficiary provider
- To identify the needs of the donor and LoveBrum

#### **Additional Information / additional requirements of the post from the post holder:-**

- Must be flexible regarding working hours and able to attend other venues and show willingness to devote the necessary time and effort
- Demonstrate commitment to the organisation
- Demonstrate strategic vision and the ability to focus on practical issues
- Demonstrate good, independent judgement
- Have ability to think creatively
- Have willingness to speak your mind
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Have the skills to analyse proposals and examine their financial consequences
- Have the ability to work effectively as a member of a team
- Have willingness to be available to other Trustees and the Chair for advice and enquiries on an ad hoc basis
- Must be able to attend monthly board meetings
- Flexibility to travel around the Birmingham area so a driving licence is essential
- A network of contacts and a willingness to make approaches to some of these people to gain support for the charity
- Strong persuasion and influencing skills
- Strong networking skills
- Strong presentation / public speaking skills and good "people" skills

## PERSON SPECIFICATION

<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate Calibre</li> <li>• Good level of education</li> <li>• Excellent standard of written English and Numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a fundraising role</li> <li>• Experience of creating fundraising strategy</li> <li>• Demonstrable experience of planning and supervising fundraising campaigns and events</li> <li>• Volunteer management</li> <li>• Experience of managing a small team</li> <li>• Experience of managing complex fundraising projects</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to think creatively and help shape strategy and planning</li> <li>• Excellent customer service skills</li> <li>• Able to trouble shoot and deal and resolve problems</li> <li>• Excellent IT skills – including Word, Excel and Power-point</li> <li>• Networking and persuasion skills</li> </ul>	

<b>COMPETENCIES</b>	
<b>LEADERSHIP</b>	
<b>Competency</b>	<b>Required Behaviours</b>
Strategic Vision	<ul style="list-style-type: none"> <li>• Knowledgeable of LoveBrum’s vision, strategy and direction and how this affects its events &amp; communications operations</li> <li>• Understanding of the long term needs of different customer groups and external stakeholders</li> </ul>
Leading & Influencing	<ul style="list-style-type: none"> <li>• Actively promotes LoveBrum’s brand, image and reputation externally and internally</li> <li>• Gives clear direction in spheres of accountability</li> </ul>
Contextual Astuteness	<ul style="list-style-type: none"> <li>• Understands who the key influencers and stakeholders are and how to go about involving them where necessary</li> <li>• Understands the decision making process and operating structures of the organisation</li> <li>• Involves and works with relevant interest groups, networks and groupings to shape work outcomes</li> </ul>
<b>MANAGEMENT</b>	
<b>Competency</b>	<b>Required Behaviours</b>
Delivering Results	<ul style="list-style-type: none"> <li>• Consistently delivers on time and to standard</li> <li>• Ability to meet individual and team targets</li> <li>• Well developed organisational skills and ability to manage multiple tasks successfully</li> </ul>
Managing Performance	<ul style="list-style-type: none"> <li>• Regarded by others as an effective role model for performance, continuous learning and self development</li> <li>• Advises on the optimisation of resources to maintain excellent performance at all times</li> </ul>
<b>PERSONAL DELIVERY</b>	
<b>Competency</b>	<b>Required Behaviours</b>
Communication	<ul style="list-style-type: none"> <li>• Consistently communicates effectively with individuals at all levels from both within and outside of LoveBrum exercising an appropriate level of tact and diplomacy</li> </ul>

	<ul style="list-style-type: none"> <li>• Confident dealing with groups and individuals from diverse backgrounds</li> <li>• Excellent standard of written English</li> </ul>
Building & Managing Relationships	<ul style="list-style-type: none"> <li>• Builds and maintains effective relationships to optimise performance</li> <li>• Actively promotes knowledge sharing within the team</li> </ul>
Customer Focus	<ul style="list-style-type: none"> <li>• Displays a strong commitment to making service performance improvements</li> <li>• Awareness of the needs of internal and external customers and the impact of their service delivery</li> <li>• Outstanding internal and external customer service skills</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>• Makes swift and well judged decisions within scope of control seeking advice and guidance where required</li> </ul>
<b>SELF MANAGEMENT</b>	
<b>Competency</b>	<b>Required Behaviours</b>
Self awareness	<ul style="list-style-type: none"> <li>• Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations.</li> <li>• Is aware of own personal strengths and development needs</li> <li>• Learns from experiences and takes action to modify own behaviour</li> <li>• Accepts constructive criticism and is open to change</li> </ul>
Self confidence	<ul style="list-style-type: none"> <li>• Acts with confidence and self assurance</li> <li>• Prepared to accept stretching challenges</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards</li> <li>• Ensures financial probity at all times</li> </ul>
Adaptability/ Flexibility	<ul style="list-style-type: none"> <li>• Shows willingness to implement change and new approaches</li> <li>• Able to change plans and priorities to deal with unexpected events</li> </ul>
Self Control	<ul style="list-style-type: none"> <li>• Manages own responses and reactions carefully when faced with demanding situations or challenges.</li> <li>• Remains objective, stable and calm during emergencies</li> </ul>